



IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES (Adopted)
 Regular Meeting, Thursday, October 16, 2014
 3:05 p.m. –Board Room

Present:	<input type="checkbox"/> Nicholas Akinkuoye	<input checked="" type="checkbox"/> Craig Blek	<input checked="" type="checkbox"/> Susan Carreon	<input checked="" type="checkbox"/> David Drury
	<input checked="" type="checkbox"/> Kathleen Dorantes	<input checked="" type="checkbox"/> Gaylla Finnell	<input checked="" type="checkbox"/> Daniel Gilison	<input checked="" type="checkbox"/> Carol Hegarty
	<input checked="" type="checkbox"/> Allyn Leon	<input checked="" type="checkbox"/> Jose Lopez	<input checked="" type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Trinidad Argüelles
	<input checked="" type="checkbox"/> Frank Rapp	<input checked="" type="checkbox"/> Jose Ruiz	<input checked="" type="checkbox"/> James Patterson	<input checked="" type="checkbox"/> Veronica Soto
	<input checked="" type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta	<input checked="" type="checkbox"/> ASG Representative Valerie Barrientos	
Consultants:	<input type="checkbox"/> Tina Aguirre	<input checked="" type="checkbox"/> Gloria Hoisington	<input checked="" type="checkbox"/> Ted Cesar	<input type="checkbox"/> Becky Green
	<input type="checkbox"/> Todd Finnell	<input checked="" type="checkbox"/> Jill Nelipovich	<input type="checkbox"/> Norma Nunez	<input checked="" type="checkbox"/> Efrain Silva
Ex-officio	<input checked="" type="checkbox"/> Michael Heumann			
Visitors:				
Recorder:	Dixie Krimm			

I. Opening of the Meeting

A. Call to order

Frank Rapp called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3: pm on Thursday, October 16, 2014.

B. Approval of the Minutes

1. Regular Meeting of October 02, 2014

M/S/C (Gilison/Blek) to approve the minutes of the October 02, 2014, regular meeting of the Curriculum Committee, as presented. (1 abstention – David Drury)

II. Action Items

A. Credit Courses

1. Revised Courses

a. BUS 100 – Practical Accounting (3)

M/S (Blek/Drury) to approve the revision to the course number from BUS 010 to BUS 100, effective 2015-2016 as presented. The motion carried.

b. BUS 180 – Microsoft Office Suite for the Workplace (4)

M/S (Blek/Drury) to approve the revision to objectives and content, for BUS 180, effective 2015-2016, as presented. The motion carried.

- c. **ESL 014 – Speaking & Listening for ESL 4 (5)**
- d. **ESL 015 – Speaking & Listening for ESL 5 (5)**

M/S (Patterson/Carreon) to approve the textbook revision for ESL 014 and ESL 015, effective 2015-2016, as presented. The motion carried.

2. New Courses

- a. **EDUC 200 – Introduction to Elementary Classroom Teaching (3)**

M/S (Blek/Soto) to approve the addition of EDUC 200, to the credit curriculum, effective 2015-2016, as presented. The motion carried.

James Patterson – This course is needed to move forward with the development of the ADT. Veronica Soto recommended that we keep our local major until it is determined that SDSU will accept the new ADT. We can use the ADT to replace the General Liberal Studies Degree but we should retain our Liberal Studies SDSU degree option.

B. Distance Education Courses – Addendum Documentation

- a. **BUS 152 – Basic Keyboarding (1)**

M/S (Leon/Soto) to approve the Distance Education Addendum for BUS 152, effective 2015-2016, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.

- b. **EDUC 200 – Introduction to Elementary Classroom Teaching (3)**

M/S (Patterson/Leon) to approve the Distance Education Addendum for EDUC 200, effective 2015-2016, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.

Gaylla verified that this course as part of an ADT would not initiate a substantive change since the local Liberal Studies degree is currently approved. The instruction office will submit the necessary documents to ACCJC to notify them of the revision to the approved degree.

- c. **ESL 014 – Speaking & Listening for ESL 4 (5)**
- d. **ESL 015 – Speaking & Listening for ESL 5 (5)**

M/S (Leon/Blek) to approve the Distance Education Addendum for ESL 014 and ESL 015, effective 2015-2016, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.

Gaylla was able to preview the development of these hybrid courses and stated that the software was appropriate for the course to be offered via distance education. There would be no impact on the requirements of ACCJC for these courses as they are designated as stand-alone.

III. Discussion Items

1. Liberal Studies/Elementary Teacher Education/EDUC courses – James Patterson

James Patterson – for many years the Liberal Studies degree has been housed in Counseling. The development of the new EDUC course would be an opportunity to move the program to an instructional department. He asked the committee to make a recommendation to house this degree in Humanities or a department within Arts and Letters or make an alternative recommendation.

James Patterson explained that the new ADT would require liaisons with K-12. The subject code EDUC should also be assigned to a department. He suggested listing this as an action item on the next agenda and he will facilitate the discussion within the interested departments and the determination will be made at the next meeting.

2. DE Position Paper – Online Addenda Contact Types – Gaylla Finnell

As a distance education requirement we must have regular effective contact between instructor and students. The position paper outlines the regular and effective contact elements that are required. CurricUNET is lacking in including this information. There is a minimum recommendation from the DE committee. Has asked that the direction be given from the Curriculum Committee to begin updating the courses and that the courses be brought through the curriculum committee.

Frank Rapp reminded the committee that this also ties into the reason that updating courses is so important. Please remember to address the courses that are up for review. The deadline for catalog course and program revisions remains December 4, 2014.

IV. Information Items

1. CurricUNET META Update

Dixie Krimm has been in contact with the Governet programmers working toward the implementation of the CurricUNET upgrade to the META platform. We have a tentative go live date of January 5, 2015. The committee will be updated with the progress of the conversion.

2. SLO Update – Jill Nelipovich

Jill – Working with SPOL technical support to resolve access issues. Faculty have been signing up for trainings.

Reminder that SLOs are updated through CurricUNET.

V. Other Items

Reminder - Frank, Dixie, and James will be attending the Curriculum Regional Meeting this Saturday, October 18, 2104. Michael Heumann will send out information regarding future curriculum related events.

VI. Next Regular Meeting: NOVEMBER 6, 2014, 3:05pm in the Board Room

VII. The meeting adjourned at 3:40 p.m.

In accordance with the Ralph M. Brown Act and SB 751, minutes of the IVC Curriculum Committee record the votes of all committee members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

Committee: DE Committee

Committee Topic: Online Addenda Contact Types

RECOMMENDATION: ONLINE ADDENDA CONTACT TYPES

Statement of Current Policy

The IVC Regular and Effective Contact Policy requires that instructors teaching distance education courses use the following resources to maintain contact with students:

- a. Orientation material;
- b. Weekly announcements in the course management system;
- c. Threaded discussion boards within the course management system with appropriate instructor participation ("Questions for the Instructor" forums are good, but should be used in conjunction with other forums);
- d. Email contact within or outside Blackboard (response to student emails recommended within 24-48 hours); and
- e. Timely feedback for student work (recommended within 7-10 days).

In addition to items a through e above, it is recommended that distance education instructors use at least two or more of the following resources to maintain additional contact with students:

- f. Participation in online group collaboration projects
- g. Face-to-face informal meetings (e.g. review sessions)
- h. Face-to-face formal meetings (e.g. regular, scheduled class sessions)
- i. Regular podcasts
- j. Virtual Office hours via the chat function in the course management system or other synchronous systems such as CCC Confer.
- k. Other as appropriate

DE Committee Involvement and Previous Actions

1. On April 9, 2014, the DE Committee approved the Regular and Effective Contact Policy for distance education courses and directed the DE Coordinator to assist the Curriculum Committee in reviewing and updating course online addenda to insure that the course contact types (modalities) were correctly listed and that the addenda include a description of how the modalities will facilitate regular and effective instructor/student contact.
2. The DE Committee reviewed online course addenda contact types during its meeting of October 8, 2014. It was noted that numerous online addenda did not demonstrate compliance with the IVC Regular and Effective Contact Policy. To insure compliance with state and federal regulations regarding Regular and Effective Contact for online courses, the DE Committee approved, at a minimum, that all online course addenda would list the following contact types in their online addenda in CurricUNET:
 - Orientation at start of course – Once.
 - Announcements/Bulletin Boards – Weekly.
 - Chat Rooms – Weekly or as needed
 - Discussion Boards – Weekly or as needed
 - Email Communications – As needed
 - Online Group Collaboration – As needed
 - Face-to-Face Meetings – As needed
 - Podcasts – As needed
 - Virtual Office Hours – Weekly
 - Other – As needed to meet course objectives

DE Committee Position

- Course online addenda must demonstrate compliance with IVC's Regular and Effective Contact Policy for distance education courses.


IT IS HEREBY RECOMMENDED that the Curriculum Committee, with the assistance of the DE Coordinator, review and approve revisions to the current course online addenda as needed to insure that online course contact types are correctly listed and in compliance with the IVC Regular and Effective Contact Policy.

IT IS FURTHER RECOMMENDED that, at a minimum, all online course addenda list the following contact types:


- Orientation at start of course – Once.
- Announcements/Bulletin Boards – Weekly.
- Chat Rooms – Weekly or as needed
- Discussion Boards – Weekly or as needed
- Email Communications – As needed
- Online Group Collaboration – As needed
- Face-to-Face Meetings – As needed
- Podcasts – As needed
- Virtual Office Hours – Weekly
- Other – As needed to meet course objectives

CERTIFICATION

We hereby certify that the above recommendation statement was approved by the DE Committee on October 8, 2014.



Gaylla A. Finnell, Co-Chair



James Patterson, Co-Chair